County of San Diego

DEVELOPER DEPOSIT CUSTOMER SERVICE UNIT
5201 RUFFIN ROAD, SUITE B
SAN DIEGO, CALIFORNIA 92123-1666
858-694-2320 Phone

DEVELOPER DEPOSIT CUSTOMER CHANGE OF ADDRESS REQUEST FORM

EFFECTIVE DATE: _____

CUSTOMER NAME: _____

CUSTOMER #: _____
    (NOTE: This request form will change the address for all County of San Diego accounts under this customer #)

PHONE # (incl. area code): (w) _____ (h) _____

E-MAIL: _____

☐   Request Change of Address (please include suite #, city, state, and zip code)

Old Address: _____

    _____

New Address: _____

    _____

Submitted by: _____ Date: _____
         (Signature)

If you have any questions regarding completion of this form, please call 858-694-2320.

INSTRUCTIONS FOR CUSTOMER CHANGE OF ADDRESS REQUEST FORM

1. **Effective Date:** Please enter the effective date of requested changes.

2. **Customer Name:** Please enter the customer name as it appears on the developer deposit statement.

3. **Customer #:** Please enter the 4-digit customer number indicated on the top left of the developer deposit statement.
   a. **NOTE:** Submittal of this change request form will change the address of all County of San Diego accounts under this customer number.

4. **Phone #:** Please enter the daytime work and home (if applicable) phone number(s). Please include area code(s) and extension numbers.

5. **E-Mail:** Please enter the customer's daytime e-mail address.

6. **Request Change of Address:** If the customer wishes to make a change of address request, please check the box to the left.
   a. Please enter the old address, as it appears on the developer deposit statement.
      i. Please include the office, suite, or apartment number
      ii. Please include the City, State, and Zip Code
   b. Please enter the new address.
      i. Please include the office, suite, or apartment number
      ii. Please include the City, State, and Zip Code

7. **Submitted By:** Please sign and date the change request form.

8. **Where to Submit:** The completed change request form can be hand-delivered or mailed to the following address *(please no fax submittals)*:

<div align="center">

Department of Planning and Land Use
Developer Deposit Customer Service Unit
5201 Ruffin Road, Suite B
San Diego, California 92123-1666

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